

Scoil Na Maighdine Mhuire

Newmarket-on-Fergus

Safety Statement



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SCOIL NA MAIGHDINE MHUIRE, NEWMARKET-ON-FERGUS, CO. CLARE

INTRODUCTION

Scoil Na Maighdine Mhuire is located adjacent to the main roadway through Newmarket-on-Fergus. The entrance is from the main roadway into a car park which is primarily for staff only and for set down for parents.

The school is a 12 teacher school, 5 special needs assistants, secretary, caretaker and cleaner. There is currently 183 students attending, catering for children from junior infants to sixth class. The pupils engage in a wide variety of sports including football, hurling/camogie, handball, tag rugby, swimming, traditional music/dance and gymnastics. The school hall is used for training as is the community centre used for matches. The pupils on occasion travel to Ennis for athletic championships.

The school principal is Ms. Ann Mc Mahon

The Board of Management of Newmarket national school have a duty of care, in so far as is reasonably practicable to provide a safe and healthy environment for school children and employees, i.e. School Principal, Teachers, Special Needs Assistants, Administrator and other Staff / Personnel, as may be engaged from time to time including staff for extra curriculum activities. A duty of care to be provided, in as far as is reasonably practicable, for visitors and persons using the adjacent prefab or school for other activities as agreed with the Board of Management.

The Board of Management of Newmarket national school is responsible, in as far as is reasonably practicable, to provide the following:

A safe place of work for teaching staff, all other staff, visitors and personnel engaged in the school and a safe place and learning environment for all school children.

Safe means of access and egress including preparation and revision of emergency plans.

Provision of risk to health from any article or substance.

Provision of competent personnel.

Safe use of equipment including maintenance arrangements, where relevant.

The Board of Management should familiarise themselves with the requirements of current legislation and the contents of the Safety statement as it relates to Newmarket national school, Co. Clare.

Particular attention should be paid to Section 8 of the S.H.W.W. Act 2005 (General Duties of Employers) and other relevant sections of the Act – Section 9 to 12 and also Section 80 (Liability of Directors and Officers of the Undertaking), Section 19 of the S.H.W.W. Act 2005 outlines the requirements of the Risk Assessment process and Section 20 outlines the requirements of a Safety Statement.

SCOIL NA MAIGHDINE MHUIRE

STATEMENT OF POLICY

Scoil Na Maighdine Mhuire aims as a school to conduct all aspects of its school activities in such a way as to achieve the best possible standards of Health, Safety and Welfare for its staff, teachers, school children, parents and others.

The Safety Health and Welfare Act 2005 require employers to do what is reasonably practicable to ensure the Safety Health and Welfare of all employees at work and school children in the school. The Act also requires employees (teachers) to take reasonable care for their own safety and other persons affected by their acts or omissions and co-operate with their employer.

The Principal and the Board of Managements of Scoil Na Maighdine Mhuire regard the successful management of health and safety as equal to all its other school activities.

The co-operation of all staff, contractors and other service providers is vital for the promotion of health and safety within the school.

Scoil Na Maighdine Mhuire intends to comply with all relevant legal statutory requirements and codes of practice. We will use authoritative advice on best school practice in furtherance of our health and safety arrangements. In particular we will:-

- Carry out an assessment of all risks to all staff, school children, parents and others in the school.
- Provide and maintain safe working conditions and equipment.
- Provide instructions, information, training and supervision.
- Provide adequate resources to fulfill the policy.
- Encourage active consultation with staff (teachers) and invite suggestions for improvement in health and safety measures.

As an employer we recognize that we cannot fulfill this policy without the support of all staff. In this regard, employees have a duty to co-operate by:-

- Taking reasonable care for their own safety, the safety of others who may be affected by their acts or omissions.
- Adhering in all circumstances to Scoil Na Maighdine Mhuire safety rules and requirements.
- Reporting any dangerous incident including an accident which causes or may cause an injury or damage.

SIGNED _____

DATE _____

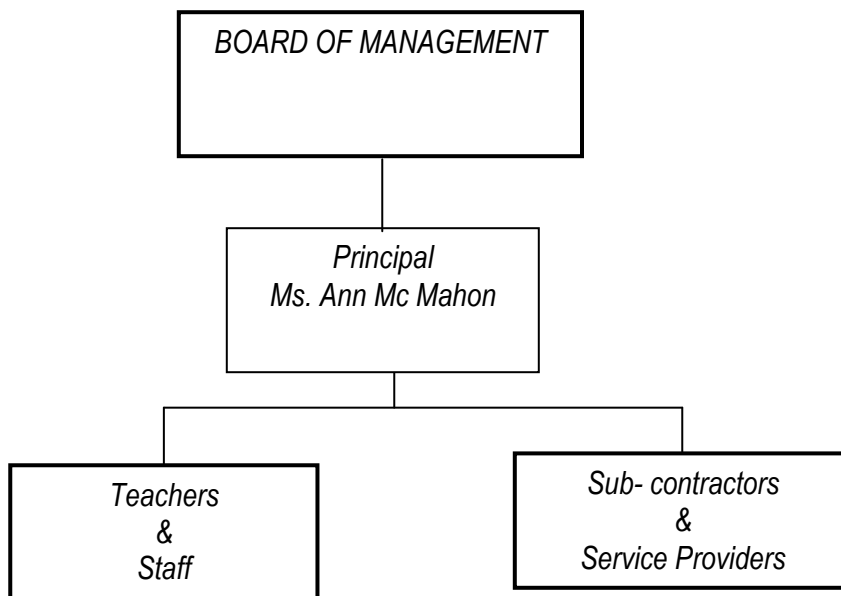
On behalf of Board of Management

RESOURCES ALLOCATED TO SECURE SAFETY, HEALTH AND WELFARE

In order to secure employee's Safety, Health and Welfare in accordance with the terms of the 2005 Act, Scoil Na Maighdine Mhuire has put in place the following arrangements:-

1. A Precise Statement of Policy.
2. A clearly defined structure of responsibility.
3. Recommended procedures and checks.
4. Routine control measures and safeguards in respect of the Scoil Na Maighdine Mhuire's procedures, and also it's premises, fixtures, fittings, and equipment in so far as they relate to Safety, Health and Welfare matters.
5. An undertaking, as set out in the Scoil Na Maighdine Mhuire's Statement of Commitment, to ensure compliance with Irish and European legislation.

ORGANISATION STRUCTURE



ASSIGNMENT OF RESPONSIBILITIES

BOARD OF MANAGEMENT'S RESPONSIBILITIES

The Board of Managements have overall responsibility for the implementation of Scoil Na Maighdine Mhuire Safety Statement. They will ensure that adequate resources are made available to achieve the objectives of the Safety Statement.

It is the responsibility of the Board of Managements to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 and its regulations are observed.

The Board of Management should ensure that all employees are aware of their individual responsibilities for the health and safety of themselves the school children in the school and all other persons who may be affected by their activities whilst at work.

Temporary and part-time employees (substitute teachers) who may be unfamiliar with their new workplace surroundings should receive adequate health and safety training with special reference to matters particular to their new work environment and/or alterations to existing work practices. While Health and Safety training includes, Induction Training, Fire, Emergency and First Aid matters for everyone, it also deals with safe lifting and carrying techniques and safe work procedures in Scoil Na Maighdine Mhuire.

A framed copy of Scoil Na Maighdine Mhuire's Health and Safety Policy must be exhibited and a laminated copy thereof displayed on the Staff Notice Board.

The Managing Board of Management is responsible for:-

- Supporting/implementing The Policy.
- Provision of appropriate resources.
- Monitoring safety performance.
- Reviewing the Policy at regular intervals.
- Ensuring competent advice is obtained where necessary.
- Consulting with staff on Health and Safety arrangements.
- Provide or organise Training Courses to meet identified needs.

BOARD OF MANAGER'S RESPONSIBILITIES

1. Have a full working knowledge and understanding of Scoil Na Maighdine Mhuire's Safety Statement and regulatory regulations.
2. Devise, implement and maintain safe systems of work and ensure that the areas for which he/ she is responsible are in accordance with those systems.
3. Induct new employees to their section, in safe working practices and ensure that personnel under his/ her control are trained, are competent to carry out the work allocated to them, are fully aware of all hazards in the working areas and take all necessary precautions to safeguard against risks.
4. Provide adequate supervision at all times, insist that all safety rules are observed.
5. Ensure that all equipment is suitable properly used and that all defects are rectified.
6. Provide information on Health and Safety matters and take action, as far as is reasonably practicable, on any representations made by employees.
7. To investigate all accidents and incidents and report accidents to the relevant Authority, where applicable.
8. Give good example at all times in all matters of safety.
 1. To ensure that staff behave safely and discipline staff as appropriate.
 2. To ensure that high standards of housekeeping and hygiene are maintained at all times.

EMPLOYEES' RESPONSIBILITIES

All employees are reminded that they must share the burden of responsibilities as well as benefit from rights under the Safety, Health and Welfare at Work Act 2005. The responsibilities can be summarised as follows:-

(Reference Chapter 2 (13) Duties of the Employee – Safety Health & Welfare at Work 2005)

All employees are expected to:

An employee shall, while at work

Comply with the relevant statutory provisions, as appropriate

Take reasonable care to protect his or her safety

The safety, health and welfare at work or any other person who may be affected by the employee's acts or omissions at work.

Ensure that he or she is not under the influence of an intoxicant to the extent that may endanger his or her safety or that of any other person.

If reasonably required by his or her employer submits to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of a register medical practitioner who is a competent person as may be prescribed.

Co-operate with his or her employer to comply with the relevant statutory provisions.

Not engage in improper conduct or other behaviours that is likely to endanger his or her own safety or that of any others.

Attend training as appropriate; undergo assessments as may be reasonably required.

Make correct use of any article or substance provided for use at work of for the protection of his or her safety including protective clothing or equipment.

Report as soon as practicable:

(The Principal Ms. Ann Mc Mahon.)

Any work being carried on or likely to be carried on in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person.

Any defect in the place of work, the systems of work, any article or substance which might endanger the employee or any other person.

Any contravention of the relevant statutory provisions that he or she may become aware of.

An employee shall not, on entering into a contract of employment misrepresent himself or herself to an employer with regard to the level of training as may be prescribed.

Any Scoil Na Maighdine Mhuire employee shall not intentionally or recklessly interfere with or misuse any equipment that the school may own or any procedures, equipment or other facilities whatsoever provided in the interests of safety, health and welfare in terms of the Act.

SAFETY REPRESENTATIVE'S RESPONSIBILITIES

Name of Nominated Safety Representative: _____

Scoil Na Maighdine Mhuire recognises the right of the employees (Teachers, Secretary etc.) to select, from their members, Safety Representatives and is committed to co-operating with the persons selected in the manner provided under the Act.

A Safety Representative must co-operate with the Board of Management in carrying out inspections of Scoil Na Maighdine Mhuire with a view to identifying and dealing with any hazardous situations.

The Safety Representative reports directly to the Board of Management on all safety matters affecting Scoil Na Maighdine Mhuire.

A Safety Representative may consult with, and make representations to his/her Principal on Safety, Health and Welfare matters relating to the employees in the place of work. The Principal must consider these representations with the Board of Management and act on them if necessary.

A Safety Representative may investigate accidents and occurrences in the place of work to find out the causes and help to identify any remedial or preventative measures necessary.

A Safety Representative is entitled to consult and receive advice from a Health and Safety Inspector about any aspect of safety, health and welfare at work. The Principal is required to inform a Safety Representative when a Health and Safety Inspector arrives to carry out an inspection, if this is practicable.

An appointed Safety Representative is entitled to receive from his/her Principal / Board of Management such information as is necessary to carry out the responsibilities of the appointment.

The competence of a Safety Representative to carry out the appropriate duties of the position is based on a combination of experience, common sense and general proficiency. The booklet "Guidelines on Safety Consultation and Safety Representatives" is available from any Health and Safety Authority Office.

The Safety Representative may at a mutually convenient time, inspect, preferably with their Principal and or a member of the Board of Management or designated nominee, the equipment, fabrics, furniture and fittings of the Scoil Na Maighdine Mhuire.

On completion of the inspection, the Safety Representative and the Principal or nominee may consider that attention should be given to fabric, furniture, fittings or environmental matters.

A plan of remedial action, if required, will then be agreed and carried out.

On completion of the inspection, any member of Staff who so wishes may discuss with the Safety Representative, in private, any matters relating to safety, health and welfare.

RESPONSIBILITIES OF NON EMPLOYEES ON THE PREMISES

CONTRACTORS

- Contractors and or service providers. carrying our work within the building or on our behalf of the school are obliged to observe Scoil Na Maighdine Mhuire's Contractor Guidelines and any instructions given by personnel who enforce the Scoil Na Maighdine Mhuire Safety Statement.
- Contractors to produce a Safety Statement that is acceptable to the Board of Management prior to commencement of work.
- Observe the safety rules and the instructions given by persons enforcing the safety policy.
- Not work on the premises until the relevant safety rules are adhered to.
- Not work on the premises until covered by insurance against risk.
- Provide a Method statement for the work being undertaken.

VISITORS / PARENTS/ PERSONNEL COLLECTING CHILDREN

- All visitors entering Scoil Na Maighdine Mhuire are required to adhere to any safety rules in place i.e. use of car park and report to the Principal or their representative, on arrival.
- Arrangements for collection of children will be agreed with the Principal. Any changes in the regular arrangements i.e. a designated person by a parent collecting a child, must provide a written note of the arrangements and must report to the Principal or appropriate Teacher on arrival.
- Responsibility for the safety of visitor's or others entering the school grounds and ensuring that they are aware of what to do in the event of an emergency rests with the Board of Management.

GENERAL SAFETY RULES

The following Rules apply to all Scoil Na Maighdine Mhuire employees.

1. Do not engage in horseplay and practical jokes in the workplace.
2. Do not consume alcohol during work hours, or prior to coming to work.
3. Do not smoke in the Scoil Na Maighdine Mhuire premises.
4. Observe and obey all warning signs.
5. Keep all welfare facilities clean and tidy.
6. Do not obstruct access ways, stairs or fire exits.
7. Follow all procedures laid down for safe operation of equipment.
8. Stay alert to the movements of other persons around you or the school area.
9. Promptly report all accidents and dangerous occurrences.
10. Promptly report all faulty equipment.
11. Wear all necessary Personal Protective Equipment, if required

DISCIPLINARY PROCEDURES

Where advice and persuasion fails to achieve compliance with Safety and Health Rules it is the Policy of Scoil Na Maighdine Mhuire is to pursue the matter through the Disciplinary Procedure.

TRAINING

Safety Training is the responsibility of the Board of Management who must identify the safety training needs of Scoil Na Maighdine Mhuire employees. Formal training will take place as required.

Induction Training

In order that new employees will understand the safety policy and procedures, it is essential that they are given a safety induction prior to commencing work. The Safety Induction will be given by the Principal and will cover the following topics:-

Scoil Na Maighdine Mhuire Safety Policy

Legal Duties of Employees

Accident Reporting Procedures

Hazard Reporting Procedures

Policy with regard to Personal Protective Clothing i.e. wearing of gloves, where required.

General Safety Rules

First Aid Procedures

Consultation on Safety

Safety Disciplinary Procedure

On completion of the Induction the employee will be required to sign, showing his/her acceptance of the induction.

Training Records

A current record of each employees' health and safety training is to be maintained by the Board of Management..

Training records will contain the following information.

- Date of induction training
- Date of instruction or exercise
- Name of instructor
- Name of person receiving training
- Nature and content of instruction.

ACCIDENT INVESTIGATION AND REPORTING

Introduction

The objective of **Scoil Na Maighdine Mhuire's** safety programme is that no employee should be subject to any preventable injury, no matter how slight the consequence may be. Therefore it is important that all accidents and incidents with potential for injury which do occur are reported to the Principal or another member of the Board of Management.

The Accident Notification Form

An 'Accident Notification Form' must be completed by the employer as soon as possible following an incident. The form includes a simplified incident investigation using the Accident Analysis section on the report as an aid. The person completing the report form is responsible for ensuring remedial action is taken. The completed form should then be sent to the HSA.

Accident Investigation.

All employees are obliged to co-operate with any investigation and provide any information which may be useful in establishing the circumstances surrounding an accident/dangerous occurrence.

Dangerous Occurrences

All dangerous occurrences (near misses) must be reported to your employer using the 'Dangerous Occurrence Form'. The person completing the report form is responsible for ensuring remedial action is taken. The completed form should then be sent to the HSA.

Accidents Reportable to the HSA

The Safety, Health and Welfare at Work (General Applications) Regulations Part X - Notification of Accidents and Dangerous Occurrences requires the employer to report to the Health and Safety Authority of prescribed forms:

1. Accidents at work resulting in a fatality or loss of more than 3 calendar days from work.
2. Dangerous Occurrence, as defined in the 12th Schedule to the Regulations.

Responsibility for ensuring that these reports are made when required rests with the employer.

All reportable accidents will be recorded in the General Register and Social Welfare Accident Report Book in accordance with statutory requirements.

ACCIDENT INVESTIGATION REPORT

Casualty Name: _____ Date of Incident: _____

Address: _____

Contact Number: _____

Occupation: _____

i.e. Teacher, Cleaner, school child

Witnesses: _____

Where did the accident occur: _____

Date of Incident: _____ Time: _____

Principal / Teacher on Duty: _____

Did the Accident result in injury: YES/NO

Did the Accident result in property damage: YES/NO

Employee: YES/NO

School child: YES/NO

Injury Sustained: _____

Was medical assistance required: YES/NO

I confirm that I have been offered Medical Assistance and have declined same.

Signed: _____ Date: _____

Treatment: _____

Description of how the Accident occurred & causes _____

Further Action: _____

Signature of Person completing Report: _____

Signature of Board of Management: _____

FIRST AID

The Safety, Health & Welfare at Work (General Application) Regulations, 2007 states the responsibility on employers to ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) of the undertaking or establishment”.

The following procedures apply to all areas of the Scoil Na Maighdine Mhuire.

1. Where practicable, at all times at least one person on duty will be trained as an Occupational First Aider.
2. A First Aid Box containing the requisite items to deal with injuries will be available in designated areas of Scoil Na Maighdine Mhuire premises.
3. All employees will be informed of the location of the First Aid Boxes.
4. An appropriate person will be responsible for the care and restocking of the First Aid Boxes.
5. A list containing Emergency numbers will be displayed on Staff notice boards.
6. In the event of an injury which requires medical treatment a member of Staff will:-
 - Notify the Principal or a member of the Board of Management giving details of the accident.
 - Arrange for the transportation of the casualty to the local Doctor or Casualty Unit of the nearest Hospital.
 - Telephone the Doctor or Casualty Unit advising them that the casualty is en route.
 - Where applicable, visit the casualty.
 - Contact parents of designated contact relatives as soon as possible.
 - A list of contact details including 2 contacts i.e. the telephone numbers of both parents or two designated relatives to be contacted in the event of an emergency.
 - The Principal and Teachers should be notified by the parents of any medical condition which their child may be suffering from.

List of Information Relevant to Safety, Health & Welfare in the Premises

Principal: _____

Fire Warden: _____

Safety Representative: _____

First Aiders: _____

Location(s) of First Aid Boxes _____

Local Doctor:

Name _____
Address _____
Phone No. _____

Nearest Hospital with Casualty Unit:

Address _____
Phone No. _____

Garda Station:

Address _____
Phone No. _____

Fire Station Phone No.: _____

Assembly Point following evacuation: _____

Name of Persons to be advised if an Emergency occurs: _____

Health & Safety Authority:

Name: _____
Phone No.: _____

Group Insurance: _____

General Contractors: _____

Electrical Contractors: _____

EVACUATION PROCEDURES

FIRE

All Staff must be fully conversant with recommended procedures and evacuation drills in the event of fire. The only way to ensure that Staff responds correctly and safely in a Fire Alert situation is to have regular and frequent fire drills.

Emergency exits must not be obstructed in any way, either inside or outside.

The Board of Management must ensure that the Fire Extinguishers and equipment are serviced and tested at least once a year and a full training demonstration given by the Service Engineer to all employees / appointed Fire Marshall's.

A recommended daily precaution is to inspect the entire premises first thing in the morning and last thing before leaving at night.

Fire doors, when closed, serve to hinder the spread of Fire. It is clearly highly irresponsible to jam fire doors in a semi permanent open position, for no other reason but to facilitate traffic flow.

Have a list of all next of kin of Staff members, including phone numbers.

Have a list of parents telephone numbers and designated relatives contact details.

In case of fire in Scoil Na Maighdine Mhuire, the following are the steps to be taken:-

1. **NUMBER ONE PRIORITY – DO NOT ENDANGER LIFE.**
2. First person that becomes aware of the fire raise the alarm and the designated person or person finding the fire to ring 999 or 112.
3. The Fire Warden is responsible for the evacuation of all Staff, Visitors and school children
4. Switch off equipment, as appropriate, if safe to do so.
5. Close doors and windows, if safe to do so.
6. Leave the building by the nearest exit and report to the Assembly Point and where applicable that all teachers ensure that there pupils are brought to the assembly point and accounted for.
7. Do not run.
8. Do not stop to collect personal belongings.

FIRE EXTINGUISHERS

If the fire is confined to its original starting point use the appropriate extinguisher i.e. water/foam/chemical. If the fire has spread significantly from the original starting point leave the building immediately and close all doors.

TYPES OF FIRE EXTINGUISHERS

Water

Colour Code – Red

Suitable for most Fires except those involving flammable liquids or live electrical equipment.

Dry Powder

Colour Code – Blue

Suitable for Fires involving flammable liquids or Electrical Equipment on fires involving either liquids in containers or spilled liquids.

Carbon Dioxide

Colour Code – Black

Suitable for fires involving flammable liquids or electrical apparatus.

Foam

Colour Code – Cream

Suitable for most fires involving flammable liquids.

PERSONAL PROTECTIVE EQUIPMENT

Last Line of Defence

Protective equipment is the last resort to guard against risk but where it is provided it is for your protection and you must wear it. It is up to you to report any loss or damage to the protective equipment provided.

PERSONAL PROTECTION

9.1 Gloves

- Must be worn when handling chemicals, or when changing soiled clothing or dealing with first aid emergencies.
- Make sure they provide the proper protection – right type for the particular hazard.

SUSPICIOUS PERSONS IN THE VICINITY OF THE SCHOOL

The Board of Management of Scoil Na Maighdine Mhuire makes every effort to ensure the safety of staff and school children.

All staff should be vigilant and mindful of themselves and school children to ensure that risk of any threat, kidnapping or other risks are identified and that action is taken immediately

- Where the risk is identified, the local Gardai should be notified immediately.
- All children and staff to go into the school or remain in the school and the doors kept locked.
- Obey instructions and take no risks.
- Try to act calmly and deliberately so as not to cause undue stress or worry to the children or staff.
- Where a child has been approached by a person acting suspiciously, try to gain as much information as possible from them or from any witness and report the incident immediately to the local Gardai.

WHAT TO DO IN THE EVENT OF A ROBBERY/ BREAK IN

- Activate the alarm, if not already done.
- Ring the Gardai and tell them what has happened and where the incident has occurred, and, if possible, the direction in which the robber/s made their getaway. The Gardai will often want other information, so do not hang up.
- Close Scoil Na Maighdine Mhuire Premises.. Avoid destroying marks left by the robber - including footprints.
- Ask anybody in Scoil Na Maighdine Mhuire who witnessed the robbery / break in to stay until the police arrive.
- Do not let anyone else enter Scoil Na Maighdine Mhuire until the Gardai arrive.
- Ring and tell the member of the Board of Management what has happened.
- Complete the robbery check list.

Avoid discussing the events of the incident and the appearance of the robbery with anyone before the Gardai arrive.

What you remember can be coloured by what others say and believe.

Try and think if you have seen the robber before, if so, where and when, was it at the service station or in the neighbourhood.

What to do in case of a bomb threat

- Ask:
 - Where the bomb is located?
 - What does it look like?
 - When is it timed to go of?
- Contact the Gardai.
- Evacuate the school and seal off the area

Do not touch anything. Never start looking for a possible bomb yourself. Leave it to the Gardai and those who understand these things to look after the search and to deal with any bomb which is found. You must always take a bomb threat seriously.

What to do in case of vandalism

- Call the members of the Board of Management.
- Inform the Gardai

HEALTH AND SAFETY AUTHORITY INSPECTORATE

The Safety, Health & Welfare at Work Act 2005 gives Inspectors appointed by the Health and Safety Authority the right to enter Scoil Na Maighdine Mhuire's premises without prior arrangement in order to carry out their duties, but they must be identified before being admitted.

The Inspectors are entitled to inspect all of the premises. These Inspectors, during their inspection, may wish to see Scoil Na Maighdine Mhuire's Safety Statement. They may also wish to speak to the Principal or members of the Board of Management and to an employee who may not necessarily be the Safety Representative.

The Health and Safety Authority Inspectors will report the findings of their inspection which may include recommendations and/or instructions. A copy of such report should be placed on the Notice Board for the information of all Staff and a copy must also be given to the Safety Representative.

The Board of Management should liaise with the appropriate person named in the Manual in order that the Health and Safety Authority Inspector's recommendations be promptly implemented.

PREMISES INSPECTIONS

BY BOARD OF MANAGEMENT

The condition of the premises should be kept under constant review both inside and outside in order to detect early signs of deterioration. The premises should be visually inspected by a designated person, every six months.

Attention should be paid to the following matters:-

1. Interior walls, ceilings, floors, window frames, fittings, furniture and light fittings, electrical fittings, equipment used for maintenance, kitchen equipment.
2. External areas i.e., school yard, playing area, school shed, boiler house, house for storing fuel tank, storage areas, etc.
3. Stone, brick, wood, metal and other exterior work: particular hazards include loose slates or tiles, insecure signs, guttering, drainpipes and copings.
4. Access, egress, carpets, rugs and floor coverings.
5. Where a Central heating boiler is fitted it should be regularly serviced.
6. Waste material must be deposited in suitable receptacles and removed entirely at regular and frequent intervals.
7. Filing cabinets which allow more than one drawer to be opened at a time must be safely anchored and positioned to allow ample room for opening of drawers. Desks and chairs/workstations should be safe and suitable for the type of work/ activity involved.
8. Cables and telephone/ computer wires should normally not be allowed to trail but when this is unavoidable, should be contained within a cable tie to prevent tripping. Socket outlet adaptors must not be used.
9. Staff Notice Boards. The following notices must be displayed:-
 - Scoil Na Maighdine Mhuire's Statement of Policy.
 - Details of Safety Representatives.
 - Fire and Emergency Instructions.
 - Name and location of person responsible for the First Aid Box.
 - List of contact's in the event of an emergency.

ROUTINE AND PERIODIC CHECKS

BY BOARD OF MANAGEMENT OR NOMINEE

WEEKLY

Visual check to ensure no obvious hazards or no flagrant breach of Best Practice, Policy or Security.

Check all fire escape and emergency routes free from obstruction.

A more structured check should be carried out if circumstances warrant it.

MONTHLY

1. Electrical Equipment

Check for any visible signs of deterioration in equipment or leads.

Trailing leads and cables must not present a tripping hazard.

Adaptors must not be used.

All Plant and Equipment to be examined for any defects, guards fitted and in good working condition.

2. Fire Escape Routes

Check that all fire escape and emergency routes are signposted.

Check that all fire exit doorways are clearly marked and have easy opening action.

3. Health and Safety to be on the Agenda at every Staff Meeting.

4. Clean all VDU screens.

EVERY SIX MONTHS

1. Alarm Systems to be serviced and tested.
2. Fire and Emergency Drill to be carried out.
3. First Aid Box stocks to be checked and replenished.
4. Full Hazard Audit and Risk Assessment is recommended to be carried out.

ANNUALLY

Scoil Na Maighdine Mhuire’s Safety Policy Statement to be permanently exhibited

Central Heating Boilers Service and Test

Fire Fighting Equipment Service and Test

It is a useful practice to keep a record log of all routine checks, services, repairs and replacements as they occur.

SUPERVISION

Appropriate supervision is in place to ensure that procedures are followed and that Health and Safety is maintained throughout the school.

EMPLOYEE WELFARE

Toilet, washing and eating facilities are provided for all employees on the premises. Appropriate lighting, ventilation and humidity levels are maintained and in general working conditions are good.

PREGNANT WORKERS

On receiving notification that an employee is pregnant the Board of Management must assess the specific risks to her and take action to ensure that she is not exposed to anything which will damage either her health or that of her developing child.

HANDICAPPED EMPLOYEES

The school must be organised in every respect to take account of handicapped employees, personnel collecting children, children attending the school and others.

TEMPERATURE

During working hours, workplace temperatures should be reasonable as recommended in the Safety, Health and Welfare at Work (General Application) Regulations 2007.

BULLYING & HARASSMENT

The Board of Management of Scoil Na Maighdine Mhuire will not tolerate bullying behaviour in any form as outlined by the Health & Safety Authority in their Guidelines on Bullying at Work either by Management, individual members of Staff or groups of members of Staff, e.g.

Refer to Code of Practice on the Prevention of Workplace Bullying – Health & Safety Authority.

Bullying in the workplace is persistent behaviour that could reasonably be regarded as aggressive, intimidating, malicious or humiliating to the recipient and is unwelcome to the recipient. Only behaviour as defined above which persists over a period of time shall be regarded as bullying.

Harassment is behaviour which could be reasonably described as unwelcome and offensive, humiliating or intimidating to the recipient. It is one sided and imposed and affects the dignity of men and women at work. Harassment includes actions, comments, jokes or suggestions which cause the recipient to feel threatened, humiliated or offended. What one individual may be able to accept may nevertheless cause distress to another.

Harassment can be physical, verbal or non-verbal. It can be repeated or persistent behaviour but can also take the form of an isolated incident.

Forms of Harassment include:- Sexual Harassment, Religious Harassment, Racial Harassment and Disability Harassment.

1. Physical contact.
2. Verbal abuse.
3. Implied threats.
4. Jokes, offensive language, gossip, slander, offensive songs.
5. Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems.
6. Isolation or non co-operation or exclusion from social activities.
7. Coercion for sexual favours.
8. Intrusion by pestering, spying and stalking.
9. Repeated requests giving impossible deadlines or impossible tasks.
10. Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual.
11. Vandalism of personal property.

In the event of a school child or a member of Staff being bullied they should report the incident to the Principal or to another member of the Board of Management.

Appropriate measures will be taken against those found to be in breach of the Anti-Bullying Policy.

STRESS

The Board of Management of Scoil Na Maighdine Mhuire acknowledges that Stress can be a problem for Staff.

While it is not possible to create a stress-free environment, Scoil Na Maighdine Mhuire makes every effort to minimize sources of stress for all Staff.

Scoil Na Maighdine Mhuire undertakes to provide Training on introduction of new systems of work and Information Technology.

Any member of Staff suffering unacceptable levels of stress should contact the Principal or any member of the Board of Management.

MANAGEMENT OF HAZARDS

MANUAL HANDLING

Manual Handling Assessments

Step 1

The first step in the process is to identify those tasks or activities which involve a manual handling operation and may present a risk of injury.

Step 2

Once a list of tasks has been prepared an initial simple assessment will be carried out to act as a filter and help to identify those manual handling operation deserving more detailed examination.

Note: There are NO weight limits on what can be safely handled but rather a tool to assist in deciding when a detailed assessment is needed. They do not take account of factors associated with the person or *the work environment, or the bulk of the item to be handled.*

Step 3

Where it is decided that a more detailed assessment is needed. An assessment checklist will be used.

Avoidance of Manual Handling Operations

If the risk assessment indicates a possibility of injury from Manual Handling Operations, consideration will first be given to avoiding the need for the operations in question. For example:

- does the load really need to be moved?
- can the process be changed?
- can the operation be automated?
- would mechanical assistance be appropriate?
- can the load be broken down into smaller loads?

Reducing The Risk Of Injury

Where it is not possible to avoid manual handling, appropriate steps need to be taken to minimise the risk. The following aspects of the risk will be considered.

The Task

Is it possible to:-

- improve workplace layout to improve efficiency?
- reduce the amount of twisting and stooping?
- avoid lifting from floor level or above shoulder level
- avoid and/or minimise repetitive handling?
- cut carrying distance or provide mobile lifting equipment?
- provide breaks and/or vary work to allow one set of muscles to rest while another is used

The Load

Can the load be made:

- lighter or less bulky?
- easier to grasp?
- more stable?
- Less damaging to hold? - have you asked your supplier to help?

The Working Environment

The Working Environment - is it possible to:

- remove obstructions to free movement?
- provide better flooring?
- avoid steps and steel ramps?
- prevent extremes of hot and cold?
- improve lighting?
- consider less restrictive clothing or personal protective equipment?

The Individual

Individual capacity - is it possible to:

- redesign the task and/or the workplace so that a wider range of employees can safely undertake the task?
- take better care of those who have a physical weakness or are pregnant?
- give the employee more information, e.g. about the range of tasks they are likely to face?
- provide training?

CHEMICAL SUBSTANCES

Identification and Labelling of Chemical Substances

All containers of chemical substances must be labelled in accordance with the requirements of the *Classification, Packaging and Labelling of Dangerous Substances Regulations*. As such the label should specify:

the name, address and telephone number of the person responsible for placing the preparation on the market;

the trade name or description of the preparation;

the name of the substance(s) present in the preparation;

the danger symbol(s) required;

one or more risk phrases, where appropriate;

one or more safety phrases;

the quantity, by volume or mass;

Material Safety Data Sheets (MSDS's) must be available for each substance in use. An up to date file of MSDS's will be maintained. This will be available to all employees for reference.

Storage

Chemicals stored on premises may only be stored in designated storage areas. The following minimum standards apply to all such facilities.

- Substances should not be stored together if their respective hazard symbols indicate the materials are incompatible
- Storage areas will be properly identified by appropriate safety signs to indicate their contents of class of contents
- An inventory of chemicals stored must be maintained

Use Of Chemical Substances

Measures for controlling exposure may be any combination of the following:

- Sufficient general ventilation
- Suitable personal protective equipment
- Prohibition of eating, drinking, smoking etc. provision of adequate facilities for washing, changing and storage of clothes.

First Aid

Know how to deal with accidents involving chemicals. Sometimes you need special first aid items readily available, for example when handling cyanides or hydrofluoric acid. Follow your suppliers' advice.

NOISE AT WORK

Introduction

An employer must assess noise level and if it is above 80decibels [dB(A)] then certain action must be taken. The level of noise must be kept to the lowest practicable, by for instance quieting the source of noise or reducing the amount of time people spend in a noisy area.

The important factors causing deafness are:

- the level of noise
- the length of time a person is exposed to noise

Identify a problem

- as a rough guide, if it is difficult to hear a normal conversation the noise level is probably over 80 dB(A).
- get the level measured by a competent person

If the noise level is above 80 dB(A) the employees and their safety representative should be informed of

- the level measurements taken and the possible risks
- the safety measures taken including ear protection and hearing check availability

If the level is above 85dB(A) you need

- to put in place a programme to reduce the noise
- put up signs clearly indicating the noisy area.

SMOKE-FREE WORKPLACE POLICY

Purpose

Second-hand smoke, also known as Environmental Tobacco Smoke (ETC) or passive smoke is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

Where the Policy will apply

Smoking will not be permitted in any enclosed workplace, although some exemptions apply.

In areas where the legislation will apply, smoking rooms will not be permitted in previously designated smoking areas such as inside a building, garage, shed and fully enclosed outside shelters with doors and windows.

Where the exemptions will apply

Most workplaces will be covered by this measure, however, there are some exemptions as follows:-

- Outdoor places of work.
- Places of detention.
- Places that are similar to a private dwelling such as bedrooms in guesthouses, hostels and B&Bs.
- Some care institutions such as Nursing Homes, Hospices, Psychiatric Hospitals and certain charitable institutions.
- Some outdoor locations such as Beer Gardens and Smoking Shelters, provided they comply with the legislation.

An exemption does not constitute a right to smoke and employers are still bound by a duty of care to protect their employees.

It should be noted that an employer can decide not to avail of the above exemptions.

There is no obligation on an employer to provide an outdoor smoking area. Any outdoor smoking facility that may be provided is at the discretion of the employer and is subject to the requirements of the legislation.

Policy

It is the policy of Scoil Na Maighdine Mhuire that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, consultants, contractors, and visitors.

Implementation

Overall responsibility for policy implementation rests with the Board of Management. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The Board of Management shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge.

Workplaces are obliged to display a sign indicating the owner or person in charge, and the name of the person to whom a complaint can be made, if necessary.

Policy Regarding Infringements

Infringements by staff will be dealt with, in the first instance, under employee disciplinary procedures. Employees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Smoking Cessation

Information on how to obtain help quitting smoking is available from the National Smokers' Quitline on callsafe 1850 210 203 or the Health Promotion Department of local Health Boards.

SAFE HOUSEKEEPING

Introduction

Good housekeeping is one of the foundations stones of safety. Many serious accidents result from people tripping, slipping and falling over materials and equipment which are poorly stored or placed on access routes in a hazardous manner. Good housekeeping means maintaining the area and ancillary accommodation in a clean, tidy safe and hygienic manner. All employees and staff should accept responsibility for housekeeping practices with a view to preventing accidents and promoting good health.

Housekeeping Policy.

The main objectives of a good housekeeping policy are;

1. To eliminate accident and fire hazards.
2. To conserve space, time, materials and effort.
3. To provide and maintain safe and healthy working conditions.

Material Storage.

Improper storage arrangements for materials, equipment and substances can result in serious accidents. Materials should be stored in designated areas with stacking arrangements supervised by a competent person. Hazardous substances should be stored and used safely and only stored in properly labelled and approved containers in designated areas.

Storage units should be kept secure in terms of stability.

Suitable and sufficient lighting should be provided at all storage locations and along access routes. The lighting should be maintained on an ongoing basis and any defects corrected without delay.

Floors And Access Ways.

All floors and access ways should be kept clear at all times. They should be so arranged that they are the easiest and most obvious means of moving around the school. Stacked materials should not project into the access way or passageway.

Inclined ramps should have raised slats fixed on their surface with an opening to enable wheelchairs, etc. to move safely along them.

Floors and access ways should be cleaned regularly and kept firm and level to prevent sudden drops.

Suitable and sufficient lighting should be provided and maintained on an ongoing basis.

Disposal of Waste.

Adequate provisions should be made for the storage and disposal of waste materials.

Waste should not be allowed to accumulate on the school and never stored along access routes or passageways.

Hygiene.

Welfare facilities, including toilets and canteens, should be kept clean at all times and inspected on a regular basis.

Employees and school children should be encouraged to maintain high standards of cleanliness in welfare facilities and to report any defects or deficiencies.

Safe Stacking

Inspect storage systems regularly for damage.

Do not climb onto shelves.

Do not exceed the safe loading of the storage units.

Store heavy items at low levels.

Approved ladders only may be used to access items at high levels.

Restrict access for non-essential personnel to the storage areas.

ELECTRICITY

HAZARDS

- Use of faulty electrical equipment
- Overloading of electrical circuits
- Improperly installed and maintained electrics.

RISKS

Medium Risk

Accidents are mainly due to misuse of, badly maintained equipment and an increased risk of electric shock during cleaning operations. Based on the likelihood of an electrical accident and the severity of injury, electricity is thought to present a Medium risk.

CONTROL MEASURES

All wiring installations are checked and repaired by a competent electrician.

All extensions, alterations and repairs to electrical circuits are carried out in accordance with ETCI rules.

All electrical work which involves more than fuse, bulb or plug changing is attended to by qualified personnel.

All socket outlets carrying 220v AC or more shall be protected with earth leakage circuit breakers with 30mA/30m Sec sensitivity. This is recommended as a fire precaution and to prevent electric shock.

All electrical equipment used out of doors should be suitably insulated and should be supplied through a circuit protected by a 30mA Residual Current Device.

Damage power leads are shortened to remove the damage section or are replaced - they are never repaired.

Multi adapters may only be used for low powered equipment such as VDU's, adding machines, etc. All circuits are provided with suitable safety trips and fuses.

All electrics are kept under review to ensure that they do not provide sources of ignition.

All electrical equipment is properly marked to indicate its function, particularly at the distribution boards. This is an essential precaution particularly for maintenance work.

Flexible cables are adequately protected against external mechanical damage. Flexible cables are not allowed to run across floors or gangways. Where damage at floor level to cables is possible, protection by ramps, conduit or armoring is used.

Unless absolutely necessary, no work is carried out on live electrical equipment. To work on live equipment special precautions are taken by competent electricians.

Employees are obliged to report any faulty or defective electrical equipment or installation and are advised to report any loose electrical connections, any electrical shock, any burning smell or blackening of leads or plug pins to the Board of management.

HAZARD IDENTIFICATION AND RISK CONTROL

HAZARD IDENTIFICATION AND RISK ASSESSMENT

Hazard

Anything that has the potential to cause harm or damage.

Risk

Risk is based on:

- (a) The likelihood of the occurrence.
- (b) The consequences of the occurrence.
- (c) The numbers exposed.
- (d) The severity of injuries.

Construction sites are constantly changing and therefore Best Practice and Procedures must be adopted by all employees for all operations, to remove or minimise the risk where practicable.

A numerical system is used for Risk Rating based on the severity and likelihood of the accident or incident occurring.

Likelihood of the event occurring is ranked 1 to 3

1. Likelihood is improbable
2. Likelihood is probable
3. Likelihood is certain or near certain

Severity of injury or damage is ranked 1 to 3

1. The Severity might result in a minor injury
2. The Severity might result in an injury with person out of work for more than 3 working days
3. The severity might result in a serious injury or death

Risk rating = Severity x Likelihood

Risk Rating	1 - 2	Low Risk Activity
Risk Rating	3 - 5	Medium Risk Activity
Risk Rating	6 - 7	High Risk Activity
Risk Rating	8 - 9	Very High Risk Activity

WORKING WITH VDU's

The Safety, Health and Welfare at Work (General Application) Regulations, 2007 apply.

Hazards	Possible Outcome	Likelihood	Severity	Risk
<ul style="list-style-type: none"> • Visual Display Units e.g. Computer Screen 	<ul style="list-style-type: none"> • Upper limb pains and discomfort (WRULDs) & Repetitive Strain Injury. • Eye Strain • Improper use of equipment 	1	3	3 Med

CONTROL MEASURES

Consult with staff on all issues affecting health and safety.

Identify those employees and persons to whom the VDU Regulations apply.

Carry out Risk Assessment of workstations.

Screens must be readable, adjustable, glare free and have a stable image and should be cleaned regularly.

The Board of Management will ensure that the equipment, workstations and conditions are in accordance with statutory Regulations.

Training is provided to operators in the use of equipment.

VDU equipment shall be as flexible and adjustable as possible to suit the individual operator.

Suitable seating shall be provided.

Software used should be suitable for the requirements of the job.

SPORTS HALL & ADJOINING ROOM (KITCHENETTE)

Hazards	Possible Outcome	Likelihood	Severity	Risk
<ul style="list-style-type: none"> • Falls on floor • Injury during sports • Falls of sporting equipment • Use of domestic appliances • Fire 	<ul style="list-style-type: none"> • Contact with fire leading to serious injuries or death • Slips, trips, falls • Electrocutation • Improper use of equipment leading to injury • Serious injury to staff and school children 	1	3	3 Med

Control Measures

Appropriate standards of housekeeping are maintained at all times.

All spills on floors must be cleaned up immediately.

Breakages to be cleaned up immediately and disposed of safely.

All power cables or similar items are positioned so as to avoid the risk of trips and falls.

Sufficient fixed socket outlets to be provided to minimise the use of adapters and extension leads.

All electrical equipment is switched off when not in use.

All electrical or other repairs are carried out by appropriately qualified persons.

All sports equipment is located so as to avoid the risk of falls or collisions when in use.

There is an adequate means of access to and exit from this area. All employees are made aware of safe means of escape.

Suitable lighting arrangements are provided.

CLASSROOMS

There are a number of classrooms in the school in both the older and newer sections of the building.

Hazards	Possible Outcome	Likelihood	Severity	Risk
<ul style="list-style-type: none"> • Use of electronic equipment - VDU • Improper use of powerpoints. • Poor Housekeeping • Trailing Cables • Poor layout/inadequate space. • Poor lighting. • Materials falling from shelves • Desks and chairs • Storage of materials • Fire 	<ul style="list-style-type: none"> • Fire resulting in serious injury or death • Slips, trips, falls • Electrocutation • Improper use of equipment leading to injury • Serious injury to staff and school children 	1	3	3 Med

Control Measures

Appropriate standards of housekeeping is maintained at all times.

All spills on floors must be cleaned up immediately.

Breakages to be cleaned up immediately and disposed of safely.

All power cables or similar items are positioned so as to avoid the risk of trips and falls.

Sufficient fixed socket outlets to be provided to minimise the use of adapters and extension leads.

All electrical equipment is switched off when not in use.

All electrical or other repairs are carried out by appropriately qualified persons.

All electronic equipment is located so as to avoid the risk of falls or collisions when in use.

There is an adequate means of access and egress from the classrooms.

Materials are stacked and stored in a safe manner.

Any defective chairs and desks are removed from the classroom.

ACCESS/EGRESS

Hazards	Possible Outcome	Likelihood	Severity	Risk
<ul style="list-style-type: none"> • Improper and inadequate access. • The blocking of walkways, access ways, hallways with equipment. • Poor housekeeping practices. • Wet slippery or broken flooring. 	<ul style="list-style-type: none"> • Slips, trips, falls • Ineffective emergency evacuation resulting in serious injury or even death 	2	2	4 Med

RISKS

The main risk associated with poor access and egress arrangements are tripping, slipping and falling. In case of fire, obstructed/inadequate access can result in ineffective emergency evacuation of the premises. The nature of our activities increases the likelihood of accidents occurring where poor access/egress conditions prevail.

CONTROL MEASURES

All doors and access points are kept clear and maintained in good condition.

All gangways are kept clear of obstruction.

All floor surfaces are kept in a clean undamaged condition, free from tripping/slipping hazards.

Each member of staff is responsible for ensuring that his/her work area is kept clear of slipping and tripping hazards. Any person causing a spillage or other slipping or tripping hazard is responsible for ensuring that it is cleaned/tidied up.

The selection of floors covering the type of activity undertaken will be of a standard which will prevent slips/falls.

Good housekeeping practices are strictly adhered to, to minimise any build up of materials along access ways.

The standard of lighting is adequate to ensure that people are not at risk of tripping and falling.

VIOLENCE TO STAFF

Hazards	Possible Outcome	Likelihood	Severity	Risk
<ul style="list-style-type: none"> • .Parents or school children, or relatives, or others becoming violent or abusive. • Intoxicated parents and persons entering the school for collection of children or otherwise • Attempted robbery 	Physical & verbal attack.	2	2	4 Med

CONTROL MEASURES**VOILENCE TO STAFF**

- Ensure all staff are trained to recognise the warning signs and to handle themselves in the situation.
- Avoid staff working alone where possible

CAR PARKING

Hazards	Possible Outcome	Likelihood	Severity	Risk
<ul style="list-style-type: none"> • Vehicle going out of control • Other Moving Vehicles coming in to the school yard area • Contact with other vehicles • Inadequate parking for personnel collecting children • Coming in contact with pedestrians or school children • Contact with other vehicles on the public roadway whilst accessing or egressing the car parking area 	Death Serious injury Crushing Hit by moving vehicle Damage to property Serious injury to children or other entering the area or road users on the public roadway	2	3	6 High

Control Measures

Car Parking

- Children must remain in the school yard and not enter the car park without supervision or under the control of an adult.
- Parents must adhere to car parking rules i.e. set down only and must be vigilant at all times and aware of children and other cars in the car park.
- Barrier in place to prevent unauthorized access.

TOILETS

Hazards	Possible Outcome	Likelihood	Severity	Risk
<ul style="list-style-type: none"> • Slippery floors. • Glass breakages. • Manual Handling .incidents • Housekeeping • Use of cleaning products • Use of vacuum cleaner 	<ul style="list-style-type: none"> • Slips, trips or falls. • Cuts & Wounds • Back injuries • Cleaning personnel or others coming into contact with chemicals or hazardous products. 	1	3	3 Med

CONTROL MEASURES**Toilets**

- All spills to be cleaned up immediately.
- Place warning signs when floors are wet.
- Maintain good housekeeping practices.
- Manual Handling Training for all employees in accordance with General Application Regulations 2007..
- Material Safety Data sheets to be sought for any cleaning products used.
- All hazardous materials/ chemicals or cleaning products must be stored in an appropriate locked storage area.

BOILER HOUSE

Hazards	Possible Outcome	Likelihood	Severity	Risk
<ul style="list-style-type: none"> • Storage of Flammable Products & Other Materials • Manual Handling. • Entry by Members of the Public including children • Maintenance of boiler 	<ul style="list-style-type: none"> • Injury from falling objects • Back Injury • Slips, trips or falls • Cuts & Bruising • Fire • Explosions 	2	2	4 Med

CONTROL MEASURES Boiler House

- Boiler serviced at least annually by a competent person.
- Good Housekeeping practices.
- Children advised not to enter the boiler house area.

RISK ASSESSMENT

Risk assessment is the estimation of the degree of risk posed by any hazard. It is based on the possible consequence of an accident in the workplace occurring, on the following basis, risks will be classified as either **High (H)**, Medium (M) or *Low (L)* depending on the possible worst case consequences of a particular occurrence.

- Where the consequences of an incident could be fatal, the risk will be classified as **High**.
- Where long term fatal illness or disease is a possible consequence the risk will be classified as **High**.
- Where the consequences of an incident is likely to be serious injury and permanent incapacitation, the risk will be classified as **High**.
- Where the consequences is less serious injury, but there is frequent exposure to the hazard, the risk will be classified as **High**
- Where short to Medium term injury or illness is a likely consequence, the risk is classified as Medium.
- Where the consequence is likely to be minor injury or illness with no long term or permanent ill effects, but there is frequent exposure to the hazard, the risk will be classified as Medium.
- Where the consequence is likely to be short term illness or minor injury with no long term or permanent ill effects, the risk will be classified as *Low*.

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>OBSTRUCTIONS</p> <p>Trips, Falls, Fall Over, Accidental collision with Obstructions, Cuts, Wounds, Fall over protruding Manhole covers, Entanglement in fallen Branches, Lacerations, Personal Injury</p>	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ PATHWAYS AND WALKWAYS KEPT CLEAR ▪ TEACHERS AND STAFF ADVISED TO KEEP WORK AREAS FREE FROM OBSTRUCTION ▪ PUPILS ADVISED TO KEEP SCHOOL-BAG STRAPS TIDY, TO REDUCE THE LIKELIHOOD OF A TRIP HAZARD ▪ ADEQUATE LIGHTING PROVIDED THROUGHOUT THE SCHOOL ▪ GOOD HOUSEKEEPING PRACTISED THROUGHOUT THE SCHOOL ▪ NO RUNNING ALLOWED BY CHILDREN WHILST ACCESSING OR EGRESSING SCHOOL GROUNDS ▪ GENERAL AREAS THROUGHOUT THE SCHOOL MONITORED BY STAFF AND MANAGEMENT ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
GROUND / FLOOR SURFACES (Grass Area, Concrete, Rough Terrain, , Wooden Floors, Marmoleum–Surfaced Floors, Etc.) Slips, Trips, Falls, Cuts, Wounds, Personal Injury	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ PATHWAYS, WALKWAYS AND ACCESS ROUTES KEPT CLEAR ▪ SPILLAGES MOPED–UP IMMEDIATELY ON DETECTION ▪ TEACHING STAFF ADVISED TO KEEP WORK AREAS FREE FROM OBSTRUCTION ▪ NO RUNNING ALLOWED IN THE HALLWAYS OR WHILST ENTERING OR LEAVING THE SCHOOL ▪ ‘SLIPPERY SURFACE SIGNS’ IN PLACE WHERE RELEVANT ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
ENTRAPMENT OF FINGERS, HANDS AND BODY PARTS IN DOORS, DOORFRAMES, WINDOWS AND MOVING PARTS Entrapment, Cuts, Wounds, Bruising, Nips, Breakages, Personal Injury	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ CHILDREN ADVISED IN RELATION TO ENTRAPMENT INJURIES ▪ ACTIVITIES MONITORED BY TEACHING STAFF ▪ FIRST AID FACILITIES IN PLACE ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
FIRE Burns, Fume inhalation, Serious personal injury, Damage to Property and Equipment	H	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ ESCAPE ROUTE(S) KEPT CLEAR ▪ FIRE ALARM SYSTEM IN PLACE IN PUBLIC AREAS ▪ EMERGENCY LIGHTING PROVIDED AT EXIT POINTS ▪ FIRE DRILLS PRACTISED REGULARLY ▪ PORTABLE FIRE EXTINGUISHER UNITS LOCATED AT HIGHLIGHTED FIRE POINTS ▪ FIRE HOSE IN PLACE ▪ FIRE HYDRANTS LOCATED CLOSE TO THE SCHOOL ▪ A "EMERGENCY SWITCH" IN PLACE IN THE COMPUTER ROOM IN THE EVENT OF FIRE ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>DUSTS / FUMES / VAPOURS / ODOURS</p> <p>Respiratory conditions, Asphyxiation, Serious personal injury</p>	L	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ MINIMAL EXPOSURE TO DUST, FUMES AND VAPOURS, DURING NORMAL SCHOOL ACTIVITIES ▪ ADEQUATE VENTILATION PROVIDED TO CONTROL BODY ODOURS ▪ WHERE RELEVANT, NON ESSENTIAL PERSONS ADVISED TO VACATE HIGH DUST, FUME OR VAPOUR AREAS ▪ ACCESS RESTRICTED TO THE BOILER HOUSE AREA ▪ LOW-DUST CHALK USED ▪ NON TOXIC MARKING PENS USED ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>ELECTRICITY</p> <p>Burns, Electric Shock, Electrocution, Fire, Serious personal injury, Damage to property</p>	<p>H</p>	<p>TEACHERS, STAFF, SCHOOL CHILDREN, VISITORS AND ELECTRICAL PERSONNEL</p>	<ul style="list-style-type: none"> ▪ NO ELECTRICAL WORKS UNDERTAKEN BY TEACHERS OR SCHOOL STAFF ▪ WHERE APPLICABLE, ELECTRICAL WORKS UNDERTAKEN BY ECSSA OR RECI REGISTERED CONTRACTORS. ▪ ACCESS TO FUSE BOARDS AND CONTROL PANEL RESTRICTED ▪ TRIPS OR LOCALISED OUTAGES ADVISED TO THE PRINCIPAL OR TO THE SENIOR PERSON IN SCHOOL ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>CARBON MONOXIDE (Silent Killer)</p> <p>Fumes, Respiratory Conditions, Air Poisoning likely to cause Death</p>	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ ADEQUATE VENTILATION PROVIDED IN AREAS WHERE FUELS ARE BURNED TO PROVIDE HEAT ▪ FUEL TANK HOUSED OUTSIDE ▪ BOILER HOUSE ADEQUATELY VENTILATED ▪ USE OF ANY FUEL BURNING EQUIPMENT MONITORED BY STAFF AND NON ESSENTIAL PERSONS ADVISED TO VACATE THE AREA ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
RADON Cancer causing Agent	M	TEACHERS, STAFF AND SCHOOL CHILDREN	<ul style="list-style-type: none"> ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>STRESS AND BULLYING / HARASSMENT</p> <p>Repeated verbal / physical Aggression, Persistent verbal Abuse, Intimidation, Threatening behaviour, Frustration, Fatigue, Anxiety, Stress, Illness, Mental Exhaustion, Serious Personal Injury</p>	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ TEACHERS AND STAFF ACTIVITIES MONITORED BY MANAGEMENT ▪ TEACHERS AND STAFF ARE ADVISED TO REPORT ALL MATTERS TO THE PRINCIPAL, CONFIDENTIALITY ASSURED ▪ SCHOOL POLICY IN PLACE IN RELATION TO BULLYING / HARASSMENT ▪ RELEVANT MATTERS BROUGHT TO THE ATTENTION OF THE BOARD OF MANAGEMENT ▪ ALL ACTIVITIES INVOLVING CHILDREN SUPERVISED AND MONITORED ▪ YARD SUPERVISION IN PLACE DURING SOS BREAKS ▪ PARENTS ADVISED IN RELATION TO BAD BEHAVIOUR BY THEIR CHILDREN ▪ DISCIPLINARY PROCEDURES IN PLACE ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>SEXUAL, RACIAL, PHYSICAL OR MENTAL ABUSE AND DISCRIMINATION</p> <p>Verbal and Physical Abuse, Coercion, Verbal and Physical Aggression, Sexual Innuendo, Intimidation, Threatening behaviour, Racial Comments, Illness, Stress, Mental Exhaustion,</p> <p>Discrimination on the Following Grounds: Age, Race, Gender, Marital Status, Family Status, Sexual Orientation, Religious Belief, Disability, Member of the Travelling Community,</p>	M	TEACHERS, STAFF AND SCHOOL CHILDREN	<ul style="list-style-type: none"> ▪ ACTIVITIES OF PERSONNEL MONITORED BY MANAGEMENT ▪ SCHOOL STAFF ARE ADVISED TO REPORT THEIR CONCERNS AND ALL RELEVANT MATTERS TO THE PRINCIPAL ▪ CONFIDENTIALITY ASSURED ▪ SCHOOL POLICY IN PLACE IN RELATION TO ABUSE AND DISCRIMINATION ▪ RELEVANT MATTERS BROUGHT TO THE ATTENTION OF THE BOARD OF MANAGEMENT ▪ MATTERS INVOLVING SCHOOL CHILDREN DISCUSSED BY STAFF AND MONITORED ▪ YARD SUPERVISION IN PLACE DURING SOS BREAKS ▪ PARENTS ADVISED IN RELATION TO BAD BEHAVIOUR BY THEIR CHILDREN ▪ DISCIPLINARY PROCEDURES IN PLACE ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>ADVERSE WEATHER CONDITIONS (RAIN, SNOW, FROST, SUN, HIGH WINDS).</p> <p>Sunburn, Frost Bite, Wind Chill, Colds, Flu, Deterioration in ground surfaces / slippery conditions, Slips, Falls, Overloading of structures due to 'ponding' of water or snow High winds causing damage, collapse, overturning of structures, etc. Falling Trees and Branches, Damage to Vehicles, materials and property, Lightning, Electrocution, Injury to personnel</p>	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ SOS BREAKS TAKEN WITHIN THE SCHOOL IN ADVERSE WEATHER CONDITIONS ▪ DIRECTION IN RELATION TO ADVERSE WEATHER CONDITIONS TAKEN BY THE PRINCIPAL OR BY SENIOR PERSON IN CHARGE ON THE DAY ▪ WEATHER AND GROUND CONDITIONS ASSESSED ON A DAILY BASIS, BY SCHOOL MANAGEMENT ▪ PUPILS ADVISED TO WEAR APPROPRIATE CLOTHING, WHILST IN THE SCHOOL YARD OR INVOLVED IN OUTDOOR ACTIVITIES ▪ MATERIALS ON SITE STORED IN A MANNER LEAST LIKELY TO BE EFFECTED BY ADVERSE WEATHER CONDITIONS ▪ EXTERNAL ACTIVITIES SUSPENDED DURING LIGHTNING ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
MANUAL HANDLING Incident whilst; Lifting, Handling, Carrying, Pushing, Pulling, Serious personal injury	M	HANDLER	<ul style="list-style-type: none"> ▪ PERSONNEL ARE ADVISED AGAINST LIFTING HEAVY / AWKWARD LOADS UNASSISTED ▪ LIFTING HAZARDS ENGINEERED OUT, WHERE PRACTICABLE ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
VEHICULAR TRAFFIC Crash, Crush, Collision, Overturn, Accidental contact with Children, Accidental contact with fixed structures or essential Services, Fire, Explosion, Serious Personal Injury, Damage to Property	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ SCHOOL LOCATED BY SIDE OF ROADWAY ▪ DESIGNATED PARKING AREA PROVIDED FOR STAFF ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>HOUSEKEEPING</p> <p>Cuts, Wounds, Trips, Falls, Entanglement in School–Bag straps, Poor Housekeeping likely to result in; Accidents, Incidents, Fires, Explosions, Leptospirosis, Manual Handling injuries, Serious Personal Injury, Damage to Property</p>	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ HOUSEKEEPING MONITORED BY TEACHERS AND SCHOOL MANAGEMENT ▪ GOOD HOUSEKEEPING POLICIES ADOPTED BY THE SCHOOL ▪ VISITING STAFF OR SUBCONTRACTORS ARE ADVISED TO TIDY-UP AFTER CARRYING OUT THEIR ACTIVITY ▪ PUPILS ARE ADVISED TO PICK UP AND PROPERLY DISPOSE OF ALL WASTE ▪ GOOD LEVEL OF AWARENESS BY SHOOOL CHILDREN IN RELATION TO HOUSEKEEPING ▪ REFUSE BINS PROVIDED ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS NAMES: _____ _____ _____		JOB TITLES: _____ _____ _____		LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
SHARPS TO INCLUDE: BLADES, KNIVES & PENKNIVES, POINTED OBJECTS, GLASS, BREAKAGES AND SHARP OBJECTS, ETC. Cuts, Wounds, Lacerations, Personal Injury	M	HANDLERS	<ul style="list-style-type: none"> ▪ BREAKAGES AND SHARP OBJECTS DISPOSED OF IMMEDIATELY ON DETECTION ▪ PUPILS NOT ALLOWED TO BRING KNIVES, PENKNIVES OR WEAPONS ONTO SCHOOL PROPERTY ▪ PERSONAL PROTECTIVE EQUIPMENT PROVIDED AND EXPECTED TO BE WORN, WHERE APPLICABLE ▪ MONITORED BY STAFF ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
SEATING Falls, Collapse, Fall Over, Personal Injury, Damage to Property	M	USERS, TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ SUITABLE SEATING UNITS PROVIDED FOR STAFF AND SCHOOL CHILDREN ▪ SEATING MAINTAINED IN GOOD CONDITION ▪ DAMAGED OR DEFECTIVE SEATING UNITS TAKEN OUT OF SERVICE AND DISPOSED OF IMMEDIATELY ON DETECTION ▪ SEATING MONITORED BY TEACHERS AND SCHOOL STAFF ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>SUBCONTRACTORS; TO INCLUDE: GYM INSTRUCTORS, COACHES, MUSIC TEACHERS, TUITION PROVIDERS, CLEANERS, MAINTENANCE & REPAIR TECHNICIANS, AUXILLARY SERVICE PROVIDERS, ETC.</p> <p>Slips, Trips, Falls, Sprains and Strains, Falling Materials, Injuries as a result of the activities being carried out, Personal Injury, Damage to Property</p>	M	SUBCONTRACTORS TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ EXPERIENCED, QUALIFIED SUBCONTRACTORS PRIMARILY ENGAGED, AT ALL LEVELS ▪ SUBCONTRACTORS AND SERVICE PROVIDERS FORMALLY VETTED BY THE PRINCIPAL, PRIOR TO BEING ENGAGED ▪ DESIGNATED AREAS PROVIDED FOR PHYSICAL TRAINING ACTIVITIES ▪ DESIGNATED AREAS PROVIDED FOR ACEDEMIC AND TUITION ACTIVITIES ▪ SUBCONTRACTORS ARE ADVISED TO ENSURE THAT AREAS ARE TIDIED-UP AFTER USE ▪ GYM SHOES MUST BE WORN BY PUPILS DURING PE ACTIVITIES ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>NOISE</p> <p>Can lead to deafness Serious personal injury</p>	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ CLASSROOM CONTROLS IN PLACE BY RELEVANT TEACHERS ▪ NOISE KEPT TO ACCEPTABLE LEVELS NORMALLY NOT EXCEEDING 85dB(A) ▪ WHERE LEVELS EXCEED FIRST ACTION LEVELS NON ESSENTIAL PERSONNEL ARE REQUESTED TO VACATE HIGH NOISE AREAS ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>TEACHING</p> <p>Cuts, Wounds, Slips, Trips, Falls, Incident whilst involved in physical activity, Noise, Dust, Respiratory Conditions, Claustrophobia, Electrocution, Burns, Stress, Fatigue, Aggression and Grievance from Parents, Verbal and Physical abuse, Bullying & Harassment, Personal Injury, Damage to Property</p>	M	TEACHERS AND TEACHING STAFF	<ul style="list-style-type: none"> ▪ MANAGEMENT STRUCTURE IN PLACE WITHIN THE SCHOOL ▪ EXTERNAL BOARD OF MANAGEMENT APPOINTED ▪ DISCIPLINARY MATTERS DISCUSSED WITH THE SCHOOL PRINCIPAL ▪ TEACHING ACTIVITIES CARRIED OUT BY TRAINED, EXPERIENCED PERSONNEL ▪ WHERE PRACTICABLE, REPLACEMENT TEACHERS ARE FULLY TRAINED ▪ SCHOOL POLICY IN PLACE WITH REGARD TO STRESS ▪ BULLYING AND HARASSMENT NOT TOLERATED WITHIN THE SCHOOL ▪ TEACHERS ARE ADVISED TO REPORT ALL MATTERS IN RELATION TO ABUSE BY PARENTS TO THE GARDAI ▪ TEACHING AIDS PROVIDED ▪ CLASS SIZES RESTRICTED ▪ SEPERATE WASH AND WELFARE FACILITIES PROVIDED IN THE SCHOOL FOR TEACHERS ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
TRAILING LEADS Trips, Falls, Entanglement, Burns, Electrocution, Serious Personal Injury	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ EXTENSION LEADS AND CABLES USED BY EXPERIENCED PERSONNEL ▪ MAINTAINED IN GOOD CONDITION ▪ LEADS AND CABLES RUN IN A MANNER LEAST LIKELY TO POSE A TRIP HAZARD ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>ELECTRICAL & ELECTRONIC EQUIPMENT</p> <p>Incident whilst using Equipment, Burns, Fumes, Electric Shock, Explosion, Fire, Electrocution, Serious personal injury, Damage to property</p>	M	USERS, TEACHERS, STAFF, PUPILS AND VISITORS	<ul style="list-style-type: none"> ▪ ELECTRICAL AND ELECTRONIC EQUIPMENT USED BY EXPERIENCED PERSONNEL ▪ EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ PUPILS ALLOWED TO USE EQUIPMENT, ONLY UNDER SUPERVISION ▪ EQUIPMENT SERVICED, MAINTAINED AND REPAIRED BY EXPERIENCED CONTRACTORS ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____		JOB TITLES: _____ _____ _____		LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS		RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
DOMESTIC ELECTRICAL APPLIANCES; TO INCLUDE; ELECTRIC KETTLES FRIDGE, TOASTER, MICROWAVE OVEN, TELEVISIONS, MUSIC CENTRES, RADIOS, ELECTRIC ORGANS, ETC. Scalds, Burns, Fire, Electrocutation, Explosion, Incident whilst using Equipment, Personal injury, Damage to property		M	USERS, TEACHERS, STAFF, AND VISITORS	<ul style="list-style-type: none"> ▪ DOMESTIC ELECTRICAL EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ EQUIPMENT USED WITH CARE AND IN A COMMONSENSE FASHION ▪ DAMAGED OR DEFECTIVE ITEMS DISPOSED OF ON DETECTION ▪ SERVICING, MAINTENANCE AND REPAIRS CARRIED OUT BY EXPERIENCED PERSONS ▪ EQUIPMENT USED ONLY FOR THE DESIGNATED PURPOSE ▪ POWER SUPPLY ISOLATED WHEN EQUIPMENT IS NOT IN USE ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>COMPUTERS, VDU SCREENS, KEYBOARDS AND ANCILLARY EQUIPMENT</p> <p>Burns, Electric Shock, Incident whilst using equipment, Physical or Visual discomfort, Eye fatigue, Stress and Upset as a result of contact with undesirable material from the Internet, Electrocution, Incident whilst moving or relocating computer Equipment, Serious Personal Injury, Damage to Property</p>	M	USERS, TEACHERS, STAFF AND SCHOOL CHILDREN	<ul style="list-style-type: none"> ▪ COMPUTERS AND ANCILLARY EQUIPMENT USED ONLY BY EXPERIENCED PERSONNEL ▪ USE OF COMPUTERS BY PUPILS ONLY UNDER SUPERVISION ▪ EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ VDU SCREENS AND KEYBOARDS POSITIONED IN A MANNER LEAST LIKELY TO POSE PHYSICAL OR VISUAL DISCOMFORT ▪ INTERNET CONTROLS IN PLACE ▪ EYE FATIGUE MINIMAL AS USE OF COMPUTERS IS LIMITED TO SHORT PERIODS ▪ DISCIPLINARY PROCEDURES IN PLACE FOR BREACHES OF PROTOCOL ON THE USE OF COMPUTERS ▪ MONITORED BY STAFF ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>SCHOOL CHILDREN / PUPILS</p> <p>Falls, Collapse, Slips, Trips, Cuts, Lacerations, Wounds, Burns, Blaguarding, Indiscipline, Vandalism, Bullying, Harassment, Overdose of Medicines, Entrapment of Fingers in Doorframes, Intrusion by Outsiders, Personal Injury, Damage to Property</p>	M	TEACHERS, TEACHING STAFF AND PUPILS / SCHOOL CHILDREN	<ul style="list-style-type: none"> ▪ SCHOOL CHILDREN / PUPILS SUPERVISED WHILST UNDER THE CARE OF THE SCHOOL ▪ DISCIPLINARY PROCEDURES IN PLACE ▪ PARENTS OR GUARDIANS CONTACTED IN RELATION TO THE MORE SERIOUS BREACHES OF DISCIPLINE ▪ SOS BREAKS IN THE YARD SUPERVISED BY TEACHERS OR TEACHING STAFF ▪ SCHOOL POLICIES IN PLACE WITH REGARD TO BULLYING AND HARASSMENT ▪ ASSISTANCE PROVIDED FOR CROSSING THE MAIN ROADWAY 	

LOCATION SCHOOL/ ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
FIXTURES & FITTINGS Cuts, Wounds, Fall, Fall Over, Collapse, Falling Objects, Incident whilst handling Fixtures & Fittings, Personal Injury, Damage to Property	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ FIXTURES AND FITTINGS MAINTAINED IN GOOD CONDITION ▪ ITEMS HANDLED BY EXPERIENCED PERSONNEL ▪ FIXTURES AND FITTINGS POSITIONED IN A MANNER LEAST LIKELY TO FALL OR COLLAPSE ▪ ITEMS POSITIONED IN LOCATIONS LEAST LIKELY TO POSE A TRIP HAZARD ▪ ----- 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
FUSE BOX / POWER CONTROL UNITS Burns, Electric Shock, Electrocutation, Fire, Explosion, Serious Personal Injury, Damage to Property	M	TEACHERS, STAFF, ELECTRICAL SERVICE PERSONNEL AND PERSONS IN THE VICINITY	<ul style="list-style-type: none"> ▪ MAINTENANCE, SERVICE AND REPAIRS CARRIED OUT BY EXPERIENCED PERSONNEL ▪ ELECTRICAL CONTROL UNITS LOCATED IN LOCKED CABINETS ▪ LOCKED AREAS ACCESSED ONLY BY DESIGNATED PERSONS, WHO ARE ADVISED TO ENSURE THAT UNITS ARE LOCKED AGAIN AFTER USE ▪ ELECTRICAL CONTROL EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ ----- 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
YARD ACTIVITIES / INDOOR SPORTS ACTIVITIES Cuts, Wounds, Slips, Trips, Falls, Incident whilst Running, Sprains, Strains, Leptospirosis, Noise, Falling Objects, Head Injuries, Accidental contact with other Children or with fixed Structures, Accidental contact with vehicles, Bullying, Fighting, Accidental contact with the School wall, Personal Injury, Damage to Property	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ SOS BREAKS TAKEN IN THE YARD, SUPERVISED BY TEACHERS OR TEACHING STAFF ▪ DISCIPLINARY PROCEDURES APPLIED IN RELATION TO FIGHTING OR BULLYING ▪ WASH AND WELFARE FACILITIES PROVIDED IN SCHOOL ▪ FIRST AID FACILITIES IN PLACE ▪ PARENTS CONTACTED IN THE EVENT OF CHILDREN RECEIVING INJURIES ▪ CHILDREN NOT ALLOWED IN AREAS OF VEHICLE MOVEMENT ▪ PERSONS NOT ALLOWED ON THE SCHOOL YARD OUTSIDE OF NORMAL SCHOOL HOURS ▪ EQUIPMENT IN THE GYM/SPORTS HALL USED IN A SAFE MANNER 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>STEPS & INCLINES</p> <p>Trips, Falls, Falling Objects, Cuts, Wounds, Slippery surface as a result of Frost, Personal Injury</p>	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ MONITORED BY TEACHERS AND BY SCHOOL MANAGEMENT ▪ ADEQUATE LIGHTING IN PLACE STEPS AND INCLINES MAINTAINED IN GOOD CONDITION ▪ PERSONSONNEL ARE ADVISED TO MONITOR AND REMOVE ANY OBSTRUCTIONS ADJACENT TO STEPS OR INCLINES ▪ ACCESS / EGRESS ROUTES KEPT CLEAR 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
SHELF UNITS AND STORAGE AREAS Fall, Collapse, Falling Objects, Personal Injury	L	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ ITEMS STACKED / STORED IN A MANNER LEAST LIKELY TO FALL OR COLLAPSE ▪ SHELF UNITS AND STORAGE AREAS MAINTAINED IN GOOD CONDITION ▪ MONITORED BY TEACHERS AND SCHOOL MANAGEMENT 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
FILING CABINETS Cuts, Wounds, Nips, Entrapment, Fall Over, Manual handling incident whilst handling files, Personal Injury, Damage to Property	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ FILING CABINETS USED ONLY BY DESIGNATED PERSONS ▪ UNITS MAINTAINED IN GOOD CONDITION ▪ PERSONNEL ARE ADVISED IN RELATION TO LIFTING OR HANDLING HEAVY OR AWKWARD ITEMS UNASSISTED 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
<p>MEDICINES</p> <p>Overdose, Collapse, Trauma, Concussion, Incident as a result of Mis-Dosing, Mis-Use, Personal Injury</p>	M	USERS, TEACHERS, STAFF, SCHOOL CHILDREN	<ul style="list-style-type: none"> ▪ SCHOOL MEDICINES POLICY IN PLACE IN THE SCHOOL ▪ PARENTS ARE ADVISED AT INITIAL INDUCTION STAGE TO ADVISE THE SCHOOL IN RELATION TO ANY ILLNESS OR CONDITIONS ▪ NON-PRESCRIPTIVE MEDICINES ARE NOT ALLOWED IN THE SCHOOL AND WILL NOT BE ADMINISTERED TO CHILDREN ▪ PRESCRIPTIVE MEDICINES WILL ONLY BE ADMINISTERED BY AGREEMENT AND ONLY WHEN AUTHORISATION HAS BEEN RECEIVED FROM THE BOARD OF MANAGEMENT ▪ ADMINISTRATION OF MEDICINES SHOULD BE WITNESSED BY ANOTHER ADULT / TEACHER ▪ FIRST AID FACILITIES IN PLACE ▪ FORMAL PROCEDURES IN PLACE WITH REGARD TO EMERGENCY PROCEDURES ▪ SITUATION WITH REGARD TO MEDICINES REGULARLY REVIEWED ▪ ALL MEDICINES, WHERE RELEVANT, SECURELY STORED TO REDUCE THE LIKELIHOOD OF UNAUTHORISED ACCESS 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>LEPTOSPIROSIS – WEILS DISEASE</p> <p>Contamination leading to very Serious Illness likely to cause Death</p>	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ PERSONNEL ADVISED IN RELATION TO THE RISKS ASSOCIATED WITH THE DISEASE ▪ SEPERATE WASH AND WELFARE FACILITIES PROVIDED IN THE SCHOOL FOR PUPILS, TEACHERS, MALES AND FEMALES ▪ PEST CONTROL SYSTEM IN PLACE 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
LEGIONELLA Contamination with legionella spores likely to cause Legionnaires Disease, which in some cases, may be Fatal	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ MINIMAL STORAGE OF WATER ON SITE 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>CHEMICALS:</p> <p>BLEACHES, CLEANING COMPOUNDS, SOLVENTS, DISINFECTANTS, AIR FRESHENERS, AEROSOLS, CORRECTION FLUID, INKS & TONERS, PAINTS, LUBRICANTS, ETC.</p> <p>Irritant, Corrosive, Harmful, Toxic, Flammable, Respiratory Conditions, Skin disorders, Dermatitis, Poisoning, Fire, Explosion, Personal Injury, Damage to Property</p>	M	USERS, TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ CHEMICAL PRODUCTS USED AND HANDLED BY EXPERIENCED PERSONNEL ▪ CHEMICAL PRODUCTS STORED IN SUITABLE LABELLED CONTAINERS ▪ LIDS FIRMLY CLOSED, WHERE RELEVANT ▪ MINIMUM QUANTITY OF PRODUCTS STORED IN THE SCHOOL ▪ SPILLAGES MOPED-UP IMMEDIATELY ON DETECTION ▪ PRODUCTS STORED IN DESIGNATED AREAS ▪ THE USE OF CORRECTION FLUID IS PROHIBITED ▪ MONITORED BY STAFF 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS	NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS	FUTURE ACTIONS
BOILER UNIT, RADIATORS AND HEATING SYSTEM Burns, Scalds, Fire, Electrocution, Incident whilst Servicing Unit, Personal Injury, Damage to Property	M	TEACHERS, STAFF, SCHOOL CHILDREN AND MAINTENANCE SERVICE PERSONNEL	<ul style="list-style-type: none"> ▪ SERVICE AND MAINTENANCE WORK CARRIED OUT BY EXPERIENCED PERSONNEL ▪ EQUIPMENT OPERATED IN WELL VENTILATED AREAS ▪ MONITORED BY STAFF ▪ EQUIPMENT MAINTAINED IN GOOD CONDITION ▪ RADIATOR TEMPERATURE THERMOSTATICALLY CONTROLLED ▪ THERMOSTATIC CONTROLS IN PLACE IN THE HOT WATER SYSTEM 	

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
OUT BUILDINGS / SHED Cuts, Wounds, Fall, Collapse, Incident whilst in Out Buildings, Entrapment, Personal Injury, Damage to Property	M	TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS	<ul style="list-style-type: none"> ▪ OUT BUILDINGS USED FOR STORAGE KEPT LOCKED ▪ ACCESS RESTRICTED TO DESIGNATED PERSONS OF SCHOOL MANAGEMENT ▪ MONITORED BY STAFF ▪ OUT BUILDINGS MAINTAINED IN GOOD CONDITION 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
FUEL STORAGE TANK Burns, Fumes, Fire, Explosion, Spills, Environmental Damage, Skin Disorders, Dermatitis, Incident whilst filling Fuel Tank, Personal Injury, Damage to Property	M	FUEL SUPPLIER PERSONNEL AND PERSONS IN THE VICINITY	<ul style="list-style-type: none"> ▪ FUEL DELIVERY CARRIED OUT BY EXPERIENCED PERSONS ▪ SPILLAGES OF FUEL MOPPED-UP IMMEDIATELY ▪ NON ESSENTIAL PERSONS ARE ADVISED TO VACATE THE AREA DURING FUEL DELIVERY ▪ TANK INSPECTED AT INTERVALS FOR LEAKAGES 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
HAND TOOLS Cuts Wounds, Projectiles, Incident whilst using Hand Tools, Personal Injury	L	USERS AND PERSONS IN CLOSE PROXIMITY	<ul style="list-style-type: none"> ▪ USED BY EXPERIENCED PERSONNEL ▪ MAINTAINED IN GOOD CONDITION ▪ TOOLS DISCARDED, WHEN BROKEN OR DEFECTIVE 		

LOCATION SCHOOL / ALL AREAS	RESPONSIBLE PERSONS		NAMES: _____ _____ _____	JOB TITLES: _____ _____ _____	LATEST REVIEW DATE July, 2011
HAZARDS AND RISKS	RATING H, M, L.	PERSONS AT RISK	CONTROLS		FUTURE ACTIONS
<p>MAINTENANCE AND REPAIR WORKS, including INTERNALLY AND EXTERNALLY INVOLVING THE USE OF LADDERS, STEP LADDERS AND HEIGHT ACCESS EQUIPMENT</p> <p>Falls, Collapse, Overturn, Contact with overhead power lines, Incident whilst using Equipment, Fall from Height, Falling Objects, Serious Personal Injury</p>	M	<p>MAINTENANCE AND REPAIR PERSONNEL, TEACHERS, STAFF, SCHOOL CHILDREN AND VISITORS</p>	<ul style="list-style-type: none"> ▪ MAINTENANCE AND REPAIR WORK CARRIED OUT BY EXPERIENCED PERSONNEL ▪ SUITABLE HEIGHT ACCESS EQUIPMENT USED ▪ NON ESSENTIAL PERSONS ADVISED TO VACATE THE AREA OF OPERATIONS ▪ LADDERS PROPERLY FOOTED AND SECURED PRIOR TO USE 		

Scoil Na Maighdine Mhuire

PERSONAL PROTECTIVE EQUIPMENT

All safety equipment purchased by Scoil Na Maighdine Mhuire will be to approved standards.

All employees of the Company will wear Personal Protective Equipment where required.

I confirm that I have received the following Personal Protective Equipment

SIGNED: _____ **DATE:** _____

I undertake to wear Personal Protective Equipment issued to me and to use in accordance with Manufacturer's instructions.

SIGNED: _____ **DATE:** _____

DECLARATION OF SIGHT

I have read and understand the contents of this document including my duties as an Employee as outlined under Section 13 of the Safety, Health & Welfare at Work Act 2005.

SIGNED: _____ DATED: _____

SIGNED: _____ DATED: _____

SIGNED: _____ DATED: _____

SIGNED: _____ DATED: _____

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